



College Cafe Assistant - Cook

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is dedicated to Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centered Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilize the knowledge and skills to be future-ready. Our mission as a Christ-centered community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

La Strada Cafe Team

The College Cafe Assistant - Cook has an integral role to play alongside the Cafe Manager in providing efficient food service management at the College Cafe and the catering services when required. They will work closely with the Cafe Manager to develop food and beverage services within the cafes and for the College to support students and staff.

The Position

The Cafe Assistant - Cook is committed to the College mission and vision and reports directly to the Cafe Manager. The Cafe Assistant - Cook will keep the Cafe Manager appropriately informed about matters within the role and responsibilities of the position. The Cafe Assistant - Cook is responsible for preparing menu options and cooking tasty, healthy, nutritious and appetising food in the College Cafe. The Cafe Assistant - Cook reports directly through the Cafe Manager to the Director of Business Operations and the Principal.

Key Responsibilities and Duties

- Assists the Café Manager with the day-to-day operations of the College cafes
- Following school policies and procedures
- Promotion of nutritional food and the provision of a balanced and varied menu in consultation with the Cafe Manager
- Ensuring that this role is characterised as far as possible by an atmosphere of welcome, warmth and hospitality for students, staff, parents and other members of the College community
- Ensuring at all times a public relations focus on service to staff and students attending to their needs and promoting the College positively on all occasions
- Ensuring a pleasant working environment for the volunteers
- Ensuring that systems are developed and followed to ensure the smooth operation of food preparation in a hygienic environment.
- Assisting with daily record keeping as deemed necessary by the health and safety regulations and as directed by the Cafe Manager.
- Ensuring the cleanliness and hygiene of the kitchen production and service areas.
- In consultation with the Cafe Manager, prepare menus and fulfill catering requests
- Ensuring that appropriate prevention strategies are put in place to minimise the occurrence of anaphylaxis for students, staff or parents at risk
- Ensuring that all food hygiene, and occupational health and safety legislation regulations are complied with
- Overseeing the implementation of health and safety procedures with volunteers and other staff in the canteen
- Directing the activities of volunteers and other staff assisting in preparing and serving meals
- Taking responsibility for compliance with health and safety guidelines for food handling as required by the College Food Handling policy and the requirements of the local council
- Ensuring that the relevant cleaning (daily, monthly or quarterly) is carried out as required
- Ensuring that the correct food and hygiene practices are observed to prevent food contamination and spoilage.
- Assisting the Cafe Manager with ordering, delivery and preparation of food items for college events (eg. breakfasts, BBQs, orientation days, and other function catering) ensuring that appropriate measures are taken to provide safe transport and storage according to food handling regulations.
- Any other duties as requested by the Director of Business Operations or Principal

Experience and Qualifications

The Cafe Assistant – Cook will be required to have a current Working with Children Employee Check. The successful applicant is required to have or be working towards the following competencies/qualifications:

- VET Certificate III in Hospitality or Cooking
- Food safety supervisor qualifications (SITXFSA005 and SITXFSA006)
- First Aid qualifications (particularly in Anaphylaxis management)

The incumbent should have relevant experience in the development and preparation of food items and menus with a demonstrated ability in planning creative menus and cooking tasty, healthy and appetising meals for staff and students at the College, in consultation with the Cafe Manager.

The role requires the incumbent to demonstrate communication and liaison skills, initiative and the ability to work under pressure and as part of a team. The incumbent will establish and maintain excellent interpersonal and working relationships with the Cafe team and volunteers. The role requires a genuine interest in the College community and in providing a varied menu in the cafes.

The Cafe Assistant – Cook will require flexibility to contribute to all elements of the Cafe experience including Barista and Point of Sale assistance. They will require a willingness to learn new systems and can work with a high degree of accuracy. Experience with Microsoft Office software packages is desirable.

Salary and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

Working hours will be 7.00am – 3.00pm Monday to Friday. This is a Schools Services Officer Category B role under the VCMEA with the level dependent on skills and experience. The role is an ongoing full-time position. The incumbent will not work during school holidays.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.